



**APPLICATION FOR COMMUNITY BENEFITS  
75 Brainerd Road Project  
Allston**

**APPLICATIONS DUE: September 21, 2016 by 5pm**

**Boston Redevelopment Authority &  
The Mayor's Office of Workforce Development**

**Funds Provided by the Boston Redevelopment Authority**

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## INTRODUCTION TO THE BOSTON REDEVELOPMENT AUTHORITY COMMUNITY BENEFIT FUND APPLICATION

In May of 2013, the Boston Redevelopment Authority (“BRA”) Board approved the Icon at 75 Brainerd Road Project. This action allowed for the construction of 104 rental apartments and 108 parking spaces in the Allston neighborhood of Boston. As part of this agreement, the developer contributed \$100,000 to the BRA in community benefit funding to be disbursed to the Allston community.

Applicants are required to submit to the BRA a plan that describes how the applicant will utilize the community benefit funds to address the objective listed below in a manner that will produce the greatest measurable impact on the community. All awards will be subject to BRA Board authorization and chosen applicants will be required to enter into a grant agreement with the BRA.

The BRA sets forth basic objectives against which the plan and the applicant's performance under the plan will be evaluated by the BRA. The applicant must state how it will pursue these objectives.

Objective:

- Applicant's services must benefit the Allston neighborhood and/or community.

PROPOSAL CHECKLIST  
BRA COMMUNITY BENEFIT FUND

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Applications Are Due By 9.21.2016 at 5pm

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As a final step before submitting your application, use this checklist to ensure that your application is complete.

All organizations applying for community benefit funds must complete and submit *ONE ELECTRONIC COPY* of the following BRA community benefit fund documents:

- Completed Application
- Program Budget
- Corporate Board of Directors Roster
- Organization Certificate of Good Standing  
(provided by the Secretary of the Commonwealth's Office)
- Federal Tax Exemption Determination Letter

Or such other documentation that the BRA may request, if necessary.

Board members must disclose if they, or any immediate family members, are employees of the BRA/EDIC and may not participate in the review and/or approval of a grant award.

Proposals must be emailed to the below email address. Incomplete, hand-delivered, or mailed applications will not be accepted.

Completed applications and required attachments must be received no later than **September 21, 2016 at 5pm**. No extensions will be granted.

SUBMIT YOUR ELECTRONIC APPLICATION TO:

Brian Norton  
Mayor's Office of Workforce Development (OWD)  
Email: [Brian.Norton@Boston.gov](mailto:Brian.Norton@Boston.gov)  
617-918-5283

# BOSTON REDEVELOPMENT AUTHORITY COMMUNITY BENEFIT FUND

## APPLICATION PROCEDURES

As designated by the BRA, an applicant for the community benefit fund must be a nonprofit corporation operating in Massachusetts and/or an organization that has identified a local nonprofit to act as its fiscal agent.

If an applicant applies for funds using a local nonprofit corporation as a fiscal agent, an agreement must be signed by the authorized signatories for each organization indicating the relationship between the parties with respect to the application for community benefit funds. This agreement must be submitted by the application deadline.

In addition, all funded activities must be eligible and meet the one objective set forth by the BRA:

- Applicant's services must benefit the Allston neighborhood and/or community.

Follow the prescribed format for application preparation closely. Present information in the order indicated. Submit all requested information or indicate not applicable ("N/A"), where appropriate.

Do not submit materials other than those specifically requested.

## NOTICE

If an applicant makes a false statement or misrepresentation in this application to obtain community benefit funds and funds are awarded, the funds and grant agreement will be in default. The BRA may declare all or any part of the funds paid out immediately due and repayable to the BRA and the contract voided. The applicant may also be barred from applying for future community benefit funds.

Please note that some proposals may require City of Boston or other public agency approvals (Public Improvements Commission, Boston Parks Department, etc.). If an applicant is awarded funding for a proposal requiring public agency approvals, disbursement of funding will be contingent upon such approvals. It is incumbent on the applicant to find out if its proposal requires public agency approvals.

## FUNDING DECISION

Review committee recommendations for funding will be approved by the BRA Board. A grant agreement will be executed prior to any disbursements of funds. Recommendations will be based on a variety of factors, including but not limited to, specificity and clarity of plan, cost, and conformity with the stated objectives.

Successful applicants must provide a written summary of accomplishments as a result of the grant, and its expenditures, after 90 days of the grant completion.

**BOSTON REDEVELOPMENT AUTHORITY COMMUNITY BENEFIT FUND  
APPLICATION EXECUTIVE SUMMARY**

Total Amount Requested \$ \_\_\_\_\_

Applicant Organization Name: _____	
Organization Address: _____	City: _____ Zip: _____
Contact Person: _____	
Title: _____	
Telephone Number: _____	
E-Mail Address: _____	
Is Applicant a 501(C) (3) organization? Yes _____ No _____	
Federal Employer Identification Number: _____	
Executive Director: _____	Phone Number: _____
Email Address: _____	
Board President: _____	Phone Number: _____
Email Address: _____	

- Organization has received funds from BRA in the past 18 months
- Organization has not received funds from BRA in 18 months

*Application submission(s) must be authorized and signed by an authorized signatory of the Organization.*

Name and title of Authorized Signatory: \_\_\_\_\_

Signature of Authorized Signatory: \_\_\_\_\_



3. List any partners or stakeholders involved in the project.

## B. EXPERIENCE

1. How long has your agency been performing the specific activity for which you are applying?  
Describe your agency's specific experience in providing the service for which funding is requested (1000 words maximum).

2. If your organization plans to conduct the project in-house, how many staff will work on the project? \_\_\_\_\_ Describe your agency's specific **staff experience** in conducting this type of work (1000 words maximum).

3. If your organization plans to hire a contractor to perform some or all of the work, please name the contractor and describe their specific experience that qualifies them for the project.

### C. ACCOMPLISHMENTS

Has your organization worked on similar projects before? If so, describe.

## D. Budget and Resources Leveraged

Include a proposed budget for your program (using your own budget form).

Please state the requested amount and include a narrative to explain how these funds will be used to successfully implement the proposed Program Design (Part A) (1,000 words maximum).